

**MINUTES OF THE
REGULAR MEETING
FOR THE MARBLEHEAD HOUSING AUTHORITY
Tuesday January 20, 2026
4:00 p.m.**

I. Called Meeting to Order at 4:00 p.m.

II. Roll Call

Present

Jenn Schaeffner
Terri Tauro
Jean Eldridge
Bill Kuker

Absent

Kristin duBay Horton

Also Present: Cathy Hoog, Executive Director and Gary Dean Director of Maintenance

III. Minutes of Previous Meeting(s)

Bill Kuker moved to approve the Minutes of the Regular Meeting held on December 16, 2025 at 4pm. Jean Eldridge seconded the motion and the vote was as follows:

Ayes

Jenn Schaeffner
Jean Eldridge
Bill Kuker
Terri Tauro

Nays

IV. Tenant/Public Engagement

Sandra Winter, FC-Offered thanks for maintenance to the great job they did at snow removal.

Elaine McGrath, Roads School-Offers gratitude for the Maintenance Department and snow removal, stating they did a great job. Elaine also compliments Robert Lambert, newly hired Housing Manager, stating he is doing a great job and has been very responsive. Elaine also thanks Commissioner Tauro for the recent listening session meeting. Elaine asks when the next meeting will take place as well. She also comments on the number of notices to quit on the monthly vendor payment report and asks for clarification on wording on the vendor payment summary. Elaine provides feedback on the agenda item related to the renewal of the management services agreement. She states that staff capacity in the Marblehead office is low and often the door is locked due to minimal staff in the office. She also comments how the MHA staff need to be able to answer general questions as it relates to the application process. ED shares with Board that for safety reasons, if one staff person is in the office alone, the front door is not open to walk ins but the office is open to business, calls and emails. ED states that there are two full-time staff and three part-time staff so if there is an instance where more than one person is out on vacation or sick, there may be stretches of time where the walk ins to the lobby are restricted. ED also discussed how the front office Manager does and can answer questions related to CHAMP, application process, uploading documents and providing updates/info on verifying someone's application.

V. Communications

MHA Department Reports (Move In, Move Out, Modernization Report, Completed Work Orders, Resident Services Report, Champ Data Report-ED summarized the reports asking Board members if they have any questions.

VI. Items from the Commissioners

Chair Jenn Schaeffner announced that MHA Board sent some candy to State Rep Jenny Armini following her accident, noting she severely broke her leg/ankle. Jenn also noted the proper protocol was followed with regard to ethics requirements. Terri Tauro also discussed how the Commissioner office hours will continue and the decision for now was to offer the hours following after the existing hours offered by Laura Veligor. Terri announced the next opportunity for Commissioner office hours would be:

Powderhouse Court-2/24/26 at 4pm and

Farrell Court-2/23/26 at 4pm

A member asked if information can be obtained with regard to monthly amount of calls/inquiries on champ and the application process.

VII. Report from Committees

Jenn Schaeffner reviewed the recent Housing Committee meeting, what was discussed and the general consensus of the public that attended seemed to be in favor of affordable housing on the Coffin School Property.

VIII Report of the Executive Director

Cathy Sheehan summarized Executive Director Report and gave Board members an opportunity to ask questions.

VIII. New Business

a. Board Vote-Vendor Payment Bills for Period Ending December 31, 2025.

Bill Kuker motioned to approve the Vendor payments for period ending December 31, 2025 which was seconded by Jean Eldridge. The vote was as follows:

Ayes

Nayes

Jean Eldridge
Jenn Schaeffner
Bill Kuker
Terri Tauro

b. Board Vote-Monthly Balance Statements of Revenues and Expenses as prepared by Fenton, Ewald and Associates for period ending November 30, 2025.

Bill Kuker moved to approve the Balance Statements of Revenues and expenses as prepared by Fenton, Ewald and Associates for period ending November 30, 2025 which was seconded by Terri Tauro. The vote was as follows:

Ayes

Nays

Jean Eldridge
Jenn Schaeffner
Bill Kuker
Terri Tauro

- c. Board Vote-Approval of the lowest bidder, GVW, Inc. for the Fire Escape Repaint/Walkway Site Work at Farrell Court, Project #168128 in the amount of \$394,435.00

Jean Eldridge motioned to approve GVW, Inc. as presented which was seconded by Bill Kuker. The vote was as follows:

Ayes

Nays

Jean Eldridge
Jenn Schaeffner
Bill Kuker
Terri Tauro

- d. Collection of Losses and Write Offs for period ending 12/31/25

Terri Tauro motioned to approve the collection of losses and write offs for period ending 12/31/25 in the amount of \$691.00 which was seconded by Bill Kuker. The vote was as follows:

Ayes

Nays

Jean Eldridge
Jenn Schaeffner
Bill Kuker
Terri Tauro

- e. Board Vote-Renewal of Management Services Agreement with Salem Housing Authority.

A letter of support was read by Chair Schaeffner, written by Thomas Russell, Maintenance Foreman, in support of the extension of the agreement with the Salem Housing Authority.

A motion was made by Terri Tauro which was seconded by Bill Kuker to approve the extension of the Management Services Agreement with the Salem Housing Authority to 12/31/2030 as presented. The vote was as follows:

Ayes

Jean Eldridge
Jenn Schaeffner
Bill Kuker
Terri Tauro

Nays

IX. Adjournment

Jean Eldridge moved that the Board adjourn the regular Meeting at 5:30 p.m. Bill Kuker seconded the motion to adjourn the meeting. The vote was as follows:

Ayes

Jean Eldridge
Jenn Schaeffner
Bill Kuker
Terri Taruo

Nays

Chairman Schaeffner adjourned the meeting at 5:30 PM.

Respectfully Submitted,

Cathy Sheehan

Cathy Hoog, Executive Director

